



**ISSUANCE DATE:** October 19, 2016

**CLOSING DATE:** November 16, 2016 at 17:00 Hours Accra Local Time

**SUBJECT: SOLICITATION NUMBER SOL-624-17-000003 FOR A U.S. PERSONAL SERVICE CONTRACTOR FOR SENIOR ADVISOR TO THE REGIONAL PROGRAM OFFICE**

Ladies/Gentlemen:

The United States Government, represented by the United States Agency for International Development (USAID), is seeking applications from qualified U.S. citizens interested in providing Personal Services Contractor (PSC) services as described in the attached solicitation

In order to be considered for the position, a candidate must meet the minimum qualifications listed in the solicitation at the time of submission, and must submit all required documentations. The Senior Advisor position will be located in USAID, Accra, Ghana.

Interested candidates meeting the requirements of the solicitation must submit all the following required materials for consideration:

- Cover Letter;
- Curriculum Vitae or resume;
- Signed Form AID 302-3 (available at <http://www.usaid.gov/forms/>);
- Supplemental document addressing the evaluation factors; and
- List of three to five professional references.

All application packages are to be submitted via email to: [accrapsc@usaid.gov](mailto:accrapsc@usaid.gov)

Please cite the solicitation number and position title within the subject line of your email application. Any attachments provided via email must be in a format compatible with Microsoft Word 2003/2010 or PDF and not zipped. Note that attachments to email must not exceed 3 MB.

Any questions concerning this solicitation may be directed to Mildred Agbo at [magbo@usaid.gov](mailto:magbo@usaid.gov) later than October 27, 2016; no questions will be entertained after this date.

Application Form AID 302-3 must be signed. Incomplete and unsigned applications will not be considered. Late applications will not be accepted and will be handled in accordance with Federal Acquisition Regulations (FAR) 52.215.1.

USAID/West Africa anticipates awarding one (1) Personal Service Contract as a result of this solicitation. Please note that this does not constitute any guarantee that a PSC will be awarded as result of this solicitation nor does it constitute any authorization by USAID to reimburse costs incurred in the preparation of an application.

Sincerely,

A handwritten signature in blue ink that reads "Leslie-Ann Nwokora". The signature is fluid and cursive, with the first name "Leslie" and last name "Nwokora" clearly legible.

Leslie-Ann Nwokora  
Supervisory Regional Contracting Officer  
USAID/West Africa

**SOLICITATION NUMBER:** 624-17-000003

**ISSUANCE DATE:** October 19, 2016

**CLOSING DATE/TIME:** November 16, 2016 17:00 Hours Accra Local Time

**POSITION TITLE:** Senior Advisor

**MARKET VALUE:** (\$102,646 - \$133,444) the market value for this position is equivalent to GS-15 level. Final compensation will be negotiated within the listed market value based upon the candidate's past salary, work history and educational background. **Salaries over and above the top of the pay range will not be entertained or negotiated.**

**AREA OF CONSIDERATION:** U.S. Citizens

**PERIOD OF PERFORMANCE:** Two years with option to extend for three more years. Extensions will be contingent on satisfactory performance, continued need for the services and availability of funds

**PLACE OF PERFORMANCE:** Accra, Ghana

**SECURITY/MEDICAL CLEARANCE:** Selected applicant must obtain Secret level clearance and medical clearance within a reasonable period of time (USAID will provide details regarding these clearances to the selected candidate). If such clearances are not obtained within a reasonable time or negative suitability issues are involved, any offer made may be rescinded.

## **1. BACKGROUND:**

USAID/West Africa (USAID/WA) is a highly dynamic, regional mission that leverages strategically targeted programs across a region spanning 21 countries with a population of 367 million. Working through a distinct regional lens, the mission designs and implements programs that are African-led, maintain a regional perspective, support regional partners' efforts and priorities, and pursue a long-term vision balanced with short-term, achievable results. The mission is able to accomplish these results by focusing on programs that take advantage of the interdependent nature and proximity of countries in West Africa; well-established trade and migration routes, which cut across the region; and the presence of active regional institutions, including long-time partners, which have benefited from USAID capacity building efforts and are poised to play a greater role in the region's

development. Employing targeted interventions in peace and governance, economic growth, and health, USAID/WA is able to play a key synergistic role in promoting sustainable development in the region and addressing such crises as Ebola and other regional shocks and challenges. USAID/WA focuses on four functional objectives: Peace and Security, Governing Justly & Democratically, Investing in People, and Economic Growth and is divided into three technical program teams:

- Regional Peace and Governance
- Regional Health
- Regional Economic Growth – including Trade and Investment, Power Africa, Agriculture, and Environment & Climate Change Response

In addition, as a regional mission, USAID/WA fulfills an important role of providing operational services (acquisition and assistance, financial management, administrative, legal, environmental compliance, and to a more limited degree, project design and Monitoring & Evaluation) to client USAID Missions and Offices in the region, including to USAID/Ghana. USAID/WA also functions as a regional hub for learning and knowledge management. USAID/WA has an estimated annual program budget of \$83 million dollars in FY 2015 funds. With the addition of year-end funds, the annual funding levels generally amount to over \$95 million dollars. In addition, USAID/WA has program and operational management authorities and responsibilities for the bilateral programs in Côte d'Ivoire, Benin, and Cameroon that increases its funding level to over \$160 million per year.

## **II. BASIC FUNCTION OF THE POSITION:**

The incumbent serves as Senior Advisor to the Regional Program Office (RPO) for USAID/WA and has extensive management responsibilities. S/he advises the Supervisory Program Officer (SPO) on RPO management and works closely with the Front Office on key Mission issues. S/he provides expert advice on all program office functions including strategic planning, project design, monitoring and evaluation, budgeting, and reporting, as well as the Mission's knowledge management, and learning agenda. The incumbent provides strategic leadership to Mission efforts on Development Outreach and Communications (DOC) and Science, Technology, Innovation and Partnership (STIP), including supervising the two-person DOC team and three-person STIP team within RPO. S/he works with the Mission technical teams and the SPO to assess and select among alternative courses of action and resource allocation to ensure optimal program choices and overall program effectiveness. The incumbent also oversees the Mission's implementation of President Obama's Young African Leaders Initiative (YALI) through the YALI Regional Leadership Center based in Accra, which provides leadership training and opportunities to young leaders from across West Africa. This includes supervising the YALI Regional Coordinator. The incumbent guides and supports program office functions in the Limited/Non-Presence Countries of Côte d'Ivoire, Benin and Cameroon, and coordinates closely on regional program issues with USAID/Senegal. RPO manages the Young African Leaders Initiative (YALI) Regional Leadership Center in Accra, which provides leadership training and opportunities to youth from across West Africa. The incumbent advises the SPO and RPO team on how to strengthen USAID relationships with key regional institutions like ECOWAS. S/he reports to the Supervisory Program Officer.

### **III. MAJOR DUTIES AND RESPONSIBILITIES:**

#### **A. Leadership**

- Provide guidance and clear organized leadership across the program office to ensure effective completion of Agency and/or Mission program cycle deliverables including but not limited to standard processes and program cycle tasks or last minute information requests that may cut across the program cycle (strategy, budget, planning, monitoring evaluation and learning, VIP briefers, etc.) with short turn arounds.
- Serve as Acting Director of RPO as needed, likely on a rotating basis.
- Effectively prioritize, and contribute directly to the achievement of program office work efforts.
- Mentor the RPO team to strengthen team leadership and build a team spirit across the program office. Advise the RPO team on approaches to better provide a strong balance between robust customer service to the USAID/WA technical teams (and when needed the Côte d'Ivoire, Benin and Cameroon Offices) and meeting Agency program cycle deliverables.
- Provide direct supervision to six staff in RPO, including two U.S. Personal Services Contractors, one Third Country National, and three Foreign Service Nationals, working in the areas of communications, STIP and YALI.
- Provide guidance and support to limited presence countries (Cameroon, Benin and Côte d'Ivoire) as well as the demands that may be made from other operating units serviced by the Regional Mission.
- Provide strategic leadership to the Mission on more effectively integrating STIP into the Mission's own portfolio and serving as a center of excellence for STIP in Africa.

#### **B. Portfolio Planning and Management**

- Support the USAID/WA Mission strategic planning efforts, including advising the Mission on strategic direction based on Agency guidance and processes as well as program portfolio performance and context.
- Help ensure the coordination of programs, policies, objectives and priorities as it pertains to the ongoing implementation of the portfolio.
- Work with the Mission Development Outreach and Communications (events management, briefings, social media, press, etc.) team.
- Oversee the completion of USAID program cycle tasks as they relate to the technical teams.
- As a Senior Advisor, make recommendations to the SPO on program directions and management in the implementation of the greater portfolio.
- In coordination with the senior budget analyst, conduct administrative and financial analyses, develop and track budget preparation, and other budget requirements for the USAID/WA portfolio.
- Work with the RPO team and senior management to realize effective Mission-wide strategic level Performance Management Plan (PMP), portfolio reviews, quarterly financial reviews and tracking of project design and procurement timelines.
- Support program office-coordinated efforts to more effectively integrate and highlight Science, Technology, Innovation and Partnership (STIP) into the USAID/WA program portfolio and knowledge management initiatives

- Oversee the management of the Young African Leaders Initiative Regional Leadership Center (RLC) program, ensuring that program procurement actions, implementation, reporting, monitoring, and evaluation are effectively carried out. This entails providing substantive guidance to the local entities running the RLC, including supporting them to successfully manage numerous high-level events and build partnerships in support of this high-profile Presidential initiative.

#### C. Reporting

- Assist with or be delegated to lead completion of annual reporting requirements and provide quality check on various documents and processes such as new activity descriptions, annual reports, final reports and other documentation.
- Prepare/clear briefing papers, notes and presentations on the USAID/WA portfolio.
- Contribute to development of and serve as lead for quality control of all mission reports, including Country Operational Plans, Mission Resource Requests, Congressional Budget Justifications, portfolio reviews; semi-annual and annual reports; quarterly financial reports; quality assessments; site monitoring reports; etc. Help ensure quality, compliance with regulations and guidance, and clear and compelling representation of the USAID/WA strategy and portfolio.

#### D. Representation

- Advise RPO SPO in planning and improving the USAID and U.S. Government (USG) development portfolio.
- Liaise with regional counterparts, USG stakeholders, donors and others as required to further USAID/WA development objectives.
- Review pen-ultimate documentation for quality assurance.
- Provide direction to the SPO on senior level interpretation of USAID Agency regulations as it pertains to implementing program cycle processes.

#### E. Mentor to Junior Officers and FSNs

- Provide senior level support, training, and mentoring on the program cycle, project management, Assistance Officer Representative and Contract Officer Representative (AOR/COR) responsibilities as well as state-of-the art, specialized knowledge of technical and programmatic approaches in implementing USAID programs to USDH and FSN staff working in the Regional Program Office and as appropriate to Program Office staff in Côte d'Ivoire, Benin and Cameroon.
- Mentor the PO(s) to strengthen their leadership, supervisory, management and representational capacities.

#### IV. POSITION ELEMENTS

- a) **Supervision Received:** The Regional Program Office Advisor works under the direct supervision of the Supervisory Program Officer or his/her designee.
- b) **Supervision Exercised:** The incumbent will advise in his/her area of responsibility several other RPO staff as needed including USDH, TCNs, FSNs and USPSCs. The incumbent will serve as key advisor to the Supervisory Program Office Director.
- c) **Available Guidelines:** The incumbent must understand and be knowledgeable of guidelines which include Agency regulations, Automated Directive System requirements, Africa Bureau procedural guidance, Agency procurement guidance, Mission Orders and professional development literature.
- d) **Complexity:** USAID/WA's activity portfolio is complex, consisting of both purely regional activities as well as bilateral activities that are implemented in the West African region. As a result, the Senior Advisor will be responsible for providing strategic advice to the SPO on coordination surrounding strategic program and implementation functions for USAID/WA, Benin, Cameroon and Côte d'Ivoire. Due to this complexity, the Senior Advisor must be able to assess alternatives and interpret Agency policies and guidelines accordingly.
- e) **Exercise of Judgment:** A high degree of independent judgment is required in providing guidance and advice to the program office team and to Technical Offices, reviewing program documentation, and managing assigned programming actions and tasks such as coordinating input for the Operational Plan, Performance Plan Report, organizing portfolio reviews, or coordinating implementation of local solutions or client mission support.
- f) **Authority to Make Commitments:** Within mission delegations and job responsibilities only.
- g) **Scope and Effect:** Provides guidance and senior level advice to USAID/WA, Benin, Cameroon and Côte d'Ivoire to support technical teams on the relationship of projects to Development Objectives, works across several sectors to creatively identify common points of interest and best practices. Assists the RPO team to coordinate strategic program and implementation functions for USAID/WA, Benin, Cameroon and Côte d'Ivoire.
- h) **Personal Contacts:** Personal contacts include USAID/WA and USAID/Ghana staff, U.S. Embassy personnel, USAID/WA implementing partners and other concerned stakeholders. S/he will have contact with the USAID staff in Côte d'Ivoire, Benin and Cameroon. S/he must have the ability to represent USG interests by communicating effectively in English, using a great deal of tact, diplomacy, and technical knowledge as it pertains to senior management levels.

- i) **Nature, Level and Purpose of Contacts:** Contacts are established and maintained internally with the USAID/WA Front Office, USAID/WA Representatives in Côte d'Ivoire, Benin and Cameroon, USAID/WA Regional Technical Offices, Regional Office of Financial Management, Regional Office of Acquisition and Assistance, WA Local Solutions team and other WA working groups to lead the Mission's programming and program reporting requirements. Externally, the incumbent may serve as mission interface with regional partners on local solutions implementation and with client missions on program support. He/she may also be required to communicate and coordinate with key officials in USAID/Washington, State Department F Bureau, and senior staff with regional implementing partners, U.S. Embassies, other USG agencies, and other donors related to program coordination and implementation in the West Africa region.
- j) **Physical Demands and Work Conditions:** The incumbent will be physically located at the U.S. Embassy USAID building in Accra and will be expected to attend meetings and/or events. The incumbent will be expected to travel to provide support to client missions in West Africa. Travel to the field can be physically demanding, including transport on unpaved roads and rudimentary conditions.
- k) **Period of Performance:** The Personal Services Contract will be for two years with an option to extend for three more years.
- l) **Other Requirements:** The incumbent must be able to obtain USG medical and security clearances.

## V. QUALIFICATIONS AND SELECTION CRITERIA

In order to be considered for the position, a candidate must meet the Minimum Qualifications listed below. Consideration and selection will be based on a panel evaluation of the Evaluation Factors. Additionally, interviews and writing samples may be requested only from the top scoring candidates. Please note that not all applicants will be interviewed or contacted. USAID will not pay for any expenses associated with the interviews unless expenses are preauthorized. Reference checks may be conducted on those candidates selected for an interview. The applicant's references must be able to provide substantive information about his/her past performance and abilities. Applicants are required to write a brief cover letter to demonstrate how prior experience and/or training addresses the Minimum Qualifications and Evaluation Criteria listed below.

### **Minimum Qualifications and Evaluation Criteria**

The successful applicant must have the following qualifications and experience which are listed by subcategory in order of preference:

- **Education (10 points):**
  - The applicant must have at least a Master's Degree in a field relevant to the duties described above such as in economics, business, international development,



sociology, anthropology, management, public administration, or other related social sciences, or a related discipline. In cases of exceptional work experience, other relevant graduate degrees and/or work experience will be taken into consideration

- **Work Experience (30 points):**

- Minimum of 13-15 years of progressively responsible professional or program experience in managing development programs, with multilateral and bilateral donors, NGOs, and/or government is required. Experience with donor agency/mission organization, procedures, and operations systems (e.g., development approaches; procedures for programming funds, defining objectives, and monitoring results; and procedures for awarding grants and contracts) are required. West Africa experience is desired. At least eight years' direct USAID experience in an affiliated capacity.

- **Technical Knowledge, Skills and Abilities (25 points):**

- Strong analytical, management and organizational skills are required. The position requires demonstrated ability in strategic planning, technical and socio-economic analysis, and budget preparation and reporting skills. Considerable confidence, sensitivity, poise and maturity are mandatory as the applicant may represent USAID in meetings with mid to senior level officials and with private sector and donor partners. The applicant should possess strong interpersonal and cross-cultural skills, the ability to work within a team setting and with minimal supervision. Strong leadership and negotiating skills are required. Demonstrated knowledge and proficiency in Microsoft Windows, Word, and Excel are required. Familiarity with Microsoft Access and PowerPoint is desired. Knowledge of the objectives and operations of the USG or program activities of other international donors or non-governmental organizations in West Africa is highly desirable as is a strong understanding of the West African context.

- **Other Knowledge, Skills and Abilities (25 points):**

- Broad knowledge of technical and programmatic approaches in development assistance approaches and principles is mandatory. This may include demonstrated knowledge in the areas of monitoring and evaluation, communications, activity design, performance monitoring and/or budgeting for results. Knowledge and skill in conceptualizing programming, policies, and plans, and developing strategies for their implementation is required.
- Significant knowledge of current USAID program cycle processes, ADS regulations and understanding of the broader range of development assistance as applied in the USAID context is required, including knowledge of local capacity development and STIP approaches. Knowledge of the structure and workings of the U.S. government is required. Knowledge of the West African context, organizational culture, structure, policies, programs and operations and development priorities is desired.
- Excellent written and oral communication skills, with the ability to write clearly, quickly and succinctly and to speak clearly and persuasively required.

- Knowledge of the Mission's technical sector areas (peace and governance, health and economic growth (environment, power Africa, trade and agriculture), and youth development) desired.
  - Strong interpersonal and leadership skills, including an ability to work as a member of a team, build consensus, provide leadership, and effectively coordinate with internal and external stakeholders in a multi-cultural setting is necessary.
  - Ability to work independently, prioritize team work tasks, level of effort, and assist with task completion not only through delegation but in capacity to implement and meet deadlines is required.
- **Language Proficiencies (10 points):**
    - Required to read, write and speak fluent English (Level IV) is required. French (Levels 2 speaking and reading) language ability is desired.

## VI. INSTRUCTIONS TO APPLICANTS:

Submission of a resume alone IS NOT a complete application. This position requires the completion of additional forms and/or supplemental materials as described in this section. Failure to provide the required information and/or materials will result in your not being considered for employment.

Interested individuals meeting the Minimum Qualifications above are required to submit the following:

- Signed Form AID 302-3, Offeror Information for Personal Services Contracts (available at <http://www.usaid.gov/forms/>)

All applicants must submit complete dates (months/years) and hours per week for all positions listed on the form AID 302-3 to allow for adequate evaluation of your related and direct experiences. Applicants should note that the salary history for the purposes of the AID 302-3 is the base salary paid, excluding benefits and allowances such as housing, travel, educational support, etc.

- Cover letter and a current resume/curriculum vita (CV). The CV/resume must contain sufficient relevant information to evaluate the application in accordance with the stated evaluation criteria. Broad general statements that are vague or lacking specificity will not be considered as effectively addressing particular selection criteria. Complete dates (month/year) are also required on CV.
- Applicants must provide a minimum of three and a maximum of five references within the last five years from the applicant's professional life namely individuals who are not family members or relatives. Three references must be from direct supervisors who can provide information regarding the applicant's work knowledge and professional experience. Applicants must provide e-mail addresses and/or working telephone numbers for all references.

- Applicants also must address the above **Section V: Selection Criteria**, in a summary statement to be included in the application. This summary statement, limited to two pages, must describe specifically and accurately what experience, training, education, and/or awards the applicant has received that are relevant to each selection factor above. The summary statement must include the name of the applicant and the announcement number at the top of each page.

## **LIST OF REQUIRED FORMS FOR PSCS:**

Forms outlined below can found at: <http://www.usaid.gov/forms/>

1. Application for Federal Employment (AID 302-3);
2. Contractor Physical Examination (AID Form 1420-62). \*
3. Questionnaire for Sensitive Positions (for National Security) (SF-86), or \*
4. Questionnaire for Non-Sensitive Positions (SF-85). \*
5. Finger Print Card (FD-258). \*

\* Forms 2 through 5 shall be completed only upon the advice of the Contracting Officer that an applicant is the successful candidate for the job.

## **CONTRACT INFORMATION BULLETIN (CIBs) AND ACQUISITION AND ASSISTANCE POLICY DIRECTIVES (AAPDs) PERTAINING TO PSCs**

CIBs AND AAPDSs contain information or changes pertaining to USAID policy and General Provisions in USAID regulation and procedures concerning acquisition and assistance including Personal Service Contracts and can be found at: <http://www.usaid.gov/work-usaid/aapds-cibs>. AIDAR Appendix D and J apply to USPSC and TCNPSC respectively and can be found at [https://www.usaid.gov/sites/default/files/documents/1868/aidar\\_0.pdf](https://www.usaid.gov/sites/default/files/documents/1868/aidar_0.pdf).

## **BENEFITS/ALLOWANCES**

As a matter of policy, and as appropriate, a PSC is normally authorized the following benefits and allowances:

(NOTE: An individual defined as a USPSC employee may only be eligible for those benefits listed below.)

### **BENEFITS:**

- Employee's FICA and Medicare Contribution (USPSCs only)
- Contribution toward Health & Life Insurance
- Pay Comparability Adjustment
- Eligibility for Worker's Compensation
- Annual & Sick Leave
- Access to Embassy medical facilities, commissary and pouch mail service (USPSCs only)

\*Note: If a US citizen, the Contractor's salary will be subject to employee's FICA and Medicare contribution.

### **ALLOWANCES (If Applicable):**

- (1) Temporary Lodging Allowance (Section 120)\*
- (2) Living Quarters Allowance (Section 130)\*
- (3) Post Allowance (Section 220)\*
- (4) Supplemental Post Allowance (Section 230)\*
- (5) Post Differential (Chapter 500)\*
- (6) Payments during Evacuation/Authorized Departure (Section 600)\* and
- (7) Danger Pay (Section 650)\*
- (8) Educational Allowance (Section 270)\*
- (9) Separate Maintenance Allowance (Section 260)\*
- (10) Educational Travel (Section 280)\*

\* Standardized Regulations (Government Civilians Foreign Areas).

**FEDERAL TAXES:** USPSCs are not exempt from payment of Federal and State Income Taxes